



## ARO TŪRANGA Position Description

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

<b>Tūranga</b> Position	<b>SME: Enterprise Project Management Office</b>	
<b>Uepū / Wāhanga</b> Department	<b>Taumatua</b>	
<b>Takiwā / Rohe</b> District	<b>Te Puna Mātauranga</b>	
<b>Wāhi Mahi</b> Location	<b>Te Puna Mātauranga, Te Awamutu</b>	
<b>Whakatau ki</b> Reports to	<b>Lead Te Karumārama</b>	
<b>Māka Pūtea</b> Salary Grade	<b>AL10</b>	
<b>Māngai Pūtea</b> Financial Delegation	<b>N/A</b>	
<b>Wā Roanga</b> Tenure	<b>Permanent, full time</b>	
<b>Ngā Rōpu Whaihua</b> Functional Relationships	<b><u>Internal</u></b> <ul style="list-style-type: none"> <li>- Kaimahi within Te Taumatua</li> <li>- Other Uepū and Wāhanga Managers and Kaimahi</li> <li>- Takiwā Managers and Kaimahi</li> <li>- Ngā Tumu</li> <li>- EPMO Governance Committee</li> <li>- Other Governance Committees</li> </ul>	<b><u>External</u></b> <ul style="list-style-type: none"> <li>- Manuhiri</li> <li>- External Stakeholders</li> <li>- Auditors (Audit NZ)</li> <li>- Contractors and Suppliers</li> </ul>

### **Pūtake Tūranga - Role Purpose**

The primary function of the SME – EPMO, is to oversee the planning, tracking and performance of the organisation's projects centrally alongside other EPMO SMEs. The role is also focused on ensuring organisational projects are integrated into the business effectively through ensuring business readiness and managing change in alignment of the values, operational and strategic direction and goals of Te Wānanga o Aotearoa (TWoA).

<b>Key Performance Indicators</b>	<b>Success Factors</b>
<ul style="list-style-type: none"> <li>• Co-ordinate EPMO efforts and activity with other EPMO SMEs.</li> <li>• Ensuring all projects are collectively contributing to the achievement of the strategic objectives</li> <li>• Ensure all projects follow best practice and consistent project management methodology (scope, schedules, budgets, communications, risks and issues) throughout the life cycle of the project</li> <li>• Continuous review of the organisational project management methodology and investigate innovations in the field for continuous improvement</li> <li>• Determine the objectives and measures upon which projects will be evaluated on completion</li> <li>• Write project portfolio status reports for executive management</li> <li>• Consult and coach project teams</li> </ul>	<ul style="list-style-type: none"> <li>- Planning, tracking and performance of the organisation's projects is centrally managed</li> <li>- Portfolio of projects are collectively contributing to achievement of strategic objectives</li> <li>- Projects follow TWoA best practice and consistent project management methodology</li> <li>- Objectives and measures upon which projects will be reviewed on completion are determined, monitored and evaluated</li> <li>- Portfolio status reports meet executive management requirements</li> <li>- TWoA project management methodology reflects latest developments and best practice</li> <li>- Portfolio and project teams are trained in TWoA methodology</li> </ul>

Key Performance Indicators	Success Factors
<ul style="list-style-type: none"> <li>• Apply a change management process and tools to create a strategy to support adoption of the changes required by projects</li> <li>• Support the design, development, delivery and management of change communications</li> <li>• Conduct impact analysis, assess change and user readiness and identify key stakeholders</li> <li>• Identify, analyse and prepare risk and issue mitigation strategies in alignment with the organisation risk approach</li> </ul>	<ul style="list-style-type: none"> <li>- The organisation is prepared for change required in implementing project activity into the business</li> <li>- Project activity and impact is communicated across the organisation</li> <li>- Organisational risk from portfolio activity is monitored and mitigated</li> </ul>
<b>Health and Safety</b> <ul style="list-style-type: none"> <li>• Recognise and address circumstances to prevent unhealthy or unsafe situations</li> <li>• Perform any manual duties in a safe and responsible manner</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Adherence to all safety and wellness policies and procedures.</i></li> <li>- <i>Faults are reported immediately to relevant personnel</i></li> <li>- <i>Zero harm while carrying out duties</i></li> </ul>
<b>Other Duties</b> <ul style="list-style-type: none"> <li>- From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending pōwhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa</i></li> </ul>

*The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.*

*The responsibilities and expectations outlined in this position description may alter as business needs change. In addition, specific objectives and outcomes will be agreed to with the kaimahi manager on an annual basis at performance review.*

**Person Specification:**

<p><b><u>Qualifications and Experience</u></b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor Degree level qualification in relevant discipline</li> <li>• Full NZ drivers licence (Clean – Class 1)</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Professional qualification that is current such as PMP, Prince2 or Agile</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 5+ years' industry experience in a comparable role</li> <li>• 5+ years' Project Management experience</li> <li>• 3+ years' Project Portfolio Management experience</li> <li>• 3+ years' Enterprise Project Management Office experience</li> <li>• Experience and knowledge of change management principles, methodologies and tools</li> <li>• A solid understanding of how people go through a change and the change process</li> </ul> <p><b>Āhutatanga Māori:</b></p> <ul style="list-style-type: none"> <li>• Knowledgeable in Te Ao Māori (Māori World) and is seen as a leader for Āhutatanga Māori (values, culture and tikanga)</li> <li>• Prepared to increase knowledge, understanding and everyday use of Te Reo and Āhutatanga Māori and support other kaimahi in the same endeavour</li> <li>• Ngā Uara - Provides guidance and leadership for Te Wānanga o Aotearoa values</li> </ul>
<p><b><u>Technical Skills</u></b></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> <li>• Excellent communication skills, both written and verbal</li> <li>• Excellent active listening skills</li> <li>• Ability to clearly articulate messages to a variety of audiences</li> <li>• Ability to establish and maintain strong relationships</li> <li>• Ability to influence others and move toward a common vision or goal</li> <li>• Flexible and adaptable; able to work in ambiguous situations</li> <li>• Resilient and tenacious with a propensity to persevere</li> <li>• Excellent skills as a relationship builder, coach, mentor and consultant</li> <li>• Must be a team player and able to work collaboratively with and through others</li> <li>• Acute business acumen and understanding of organisational issues and challenges</li> <li>• Familiarity with project management approaches, tools and phases of the project lifecycle</li> <li>• Experience with large-scale organisational change effort</li> </ul>
<p><b><u>Behavioural Skills and Attributes</u></b></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p><b>Analytical Ability</b> Analyses, investigates and interprets data, issues and situations.</p> <p><b>Attention to Detail</b> Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.</p> <p><b>Business Acumen</b> Understands the business; uses knowledge of the organisation and external markets to identify potential risks, threats and opportunities – demonstrates sound business sense.</p> <p><b>Drive for Results</b> Steers self and others to achieve or exceed results; overcomes obstacles; drives performance; and has personal commitment to excellence and a focus on attaining goals</p> <p><b>Expertise</b> Has the underlying knowledge and skills necessary to perform a particular type or level of work activity. Typically reflects career-long experience in the job or occupational area.</p> <p><b>Information Seeking</b> Gathers and analyses information or data on current and future trends of best practice. Seeks information on issues impacting the progress of organisational and process issues. Translates up to date information into continuous improvement activities that enhance performance.</p> <p><b>Organising</b> Marshals resources (people, funding, materials and support) to get things done; orchestrates multiple activities at once to accomplish a goal; uses resources effectively and efficiently; and arranges information to a high standard.</p> <p><b>Time Management</b> Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.</p>